

February 2005  
Employee Newsletter



# Advocate

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## Upcoming Event:

Southern States Manhunt  
Field Trials

March 21-25

Camp Robinson National  
Guard Post

North Little Rock

See related story, page 4

## Female prison population on the rise

The Arkansas Department of Correction is housing an increasing number of women prisoners. Between 2000 and 2004, the female inmate population climbed from 774 to 984 – an increase of 27 percent.

The rate of women being locked up in the state's prisons has greatly outpaced the 2.5 percent growth rate of male inmates in recent years.

The average number of female prisoners in 2004 was 947 – up from an average of 879 in 2003. It's projected that the average could climb to 1,050 for 2005.

In early February, there was a backlog of 209 women in county jails awaiting transfer to state prison facilities.

The department is asking legislators for funding to run the new 200-bed unit being built for women

at Wrightsville through fiscal year 2007. Community Corrections is seeking funding to add staff and 50 beds to its center for women in Pine Bluff.

Nationally, the female prison population is also growing faster than the male population.

According to the federal Bureau of Justice Statistics, in 2003 the number of women under state or federal prison jurisdiction rose 3.6 percent from 2002, reaching an all-time high of 101,175. However, men are still more likely than women to be locked up.

Between 2002 and 2003, the number of men in prison rose 2 percent, totaling nearly 1.37 million.

Longer sentences, mainly for drug offenses, and fewer prisoners being granted parole or probation are factors driving the growing U.S. prison population.

### ADC Female Inmate Population

Year	Number
2004	984
2003	887
2002	836
2001	839
2000	774

About 21 percent of ADC's population is doing time for drugs. Under Arkansas law, people convicted of certain violent crimes and those who manufacture methamphetamine are required to serve a minimum of 70 percent of their sentence.

According to crime statistics for fiscal year 2001, homicide followed by battery/assault were the top two violent crimes committed by female inmates housed in Arkansas prisons. Controlled substance followed by theft were the top two nonviolent offenses.

*The average number of female prisoners in 2004 was 947 – up from an average of 879 in 2003. It's projected that the average number could climb to 1,050 for 2005.*

## Director's Corner



**Larry Norris**  
**ADC Director**

Long before the opening kickoff of this year's Super Bowl, I was planted in front of the television waiting for the New England Patriots and the Philadelphia Eagles to do battle. I really wanted to watch this showdown. I watch mostly for the football, but partly for the pageantry.

This year's pre-game show was all-American, a red, white and blue salute to our brave men and women in uniform. Veterans from several wars and conflicts were on the field while fighter jets soared and military choirs sang. The net-

work even showed that famous photograph of soldiers raising Old Glory on a tiny island in the Pacific.

You know the picture. It's in history books and news magazines. A simple black and white image that somehow captures the pain, the struggle and the triumph of war.

The photographer's name was Joe Rosenthal and he wanted to be a soldier. At 33, he tried to enlist in the army but was turned down because he was too near-sighted. Way too near-sighted. His vision was only one-twentieth of normal.

But Joe joined the war effort anyway, as a photographer for the Associated Press. When the United States forces invaded Iwo Jima, he was there. His Coke bottle glasses were on his nose and he had two spare pairs tucked in his pocket. Four days later, when five marines and a navy corpsman were raising the Stars and

Stripes atop Mount Suribachi, Joe was with them. At just the perfect moment, Joe clicked the shutter. The camera's eye blinked, and in 1/400th of a second, history was made.

To a nation hungry for victory, Joe's picture was something special. The photo was a powerful symbol of America's military strength and determination to win. Powerful enough to win Joe Rosenthal a Pulitzer Prize in 1945; to be featured on a three-cent stamp; and to be the model for a bronze sculpture at Arlington National Cemetery.

Over the years, a few have claimed Joe's picture was staged but the evidence indicates that it wasn't. It was, however, the second flag-raising that day. The first flag was taken down and replaced with a larger one that could be seen from a longer distance. That's the picture Joe took. You see, he missed the first flag-raising and almost missed the second one too. But he

heard a noise and swung around just in time to click the camera. Even now some scholars will haggle over which was the "real" flag-raising. But that doesn't matter to most of us. We just like the picture and what it represents. It makes us proud.

So when you see that picture again, please think about the man who took it. The war photographer who really wanted to be a soldier, who could barely see and almost missed the whole thing. Not once, but twice.

The next time there's a setback on your list of goals or you think your one chance has come and gone, think again. Sometimes opportunity knocks more than once. Sometimes what we become is not what we set out to be. And, sometimes what we achieve is far greater than we ever imagined. And, it can all happen in the blink of an eye.

## Units, complex re-accredited for three more years

The Pine Bluff Complex (Diagnostic Unit, Jefferson County Jail/Correctional Facility and Pine Bluff Unit), Tucker Unit, Wrightsville Unit and Benton Unit have been re-accredited for three years.

The Commission on Accreditation for Corrections, a private, nonprofit body, administers a voluntary program of accreditation to measure

compliance with American Correctional Association standards.

ACA standards are a national benchmark for the effective, professional operation of correctional systems.

As required, the ADC facilities met 100 percent of mandatory standards.

Applicants must master 90 percent of non-

mandatory standards. However, for the first time, two ADC units met 100 percent of non-mandatory standards. The Tucker Unit and the Benton Unit each achieved 100 percent while the Wrightsville Unit met 99.3 percent and the Pine Bluff Unit met 99 percent.

The following facilities are scheduled to go through the re-accreditation process

in 2005:

East Arkansas Regional Unit  
April 11-13

Mississippi County Work Release Center  
April 14-15

Delta Regional Unit  
April 25-27

North Central Unit  
May 2-4

## Ouachita River Unit opens 316 more beds at Malvern

Work is moving ahead on the Ouachita River Correctional Unit at Malvern. The facility is being constructed in three phases, with 316 beds in each phase.

The first phase opened in August 2003 on the 400-acre site. The second phase opened in December 2004 and the facility now has the capacity to house 632 inmates.

Plans call for the addition for 316 more beds, a gym, a school and a punitive wing, said Warden M. Dale Reed.

July 1 is the target date for completion of the third phase. The ADC is asking the legislature for funds to operate it.

Once completed, the medium-security prison will have the capacity to house 948 male inmates.

The total cost of the project is about \$29 million, which was funded through bonds issued by the Arkansas Development Finance Authority.

While a hired contractor constructed the first phase, inmate labor is responsible for

the completion of the second and third phases.

The ADC is also asking legislators for funding to build and staff an 850-bed addition at Ouachita for geriatric, chroni-

cally ill and mentally ill inmates. Many such inmates are now receiving services at 475-bed Diagnostic Unit in Pine Bluff. That facility is more than 30 years old and has limited space.



*Left: Inmates work on a housing unit at the Ouachita River Unit. The second phase of the project opened in December. The target date for completion of the third phase is July 1.*



*Left: Beams outline the structure of the school being built at the Ouachita River Unit.*

## Third electric fence installed with inmate labor

An electric fence has been installed and activated at the Varner Unit near Grady. The fence, which carries a lethal current of 5,100 volts, was tested in late December and activated in early January. It was erected between two non-electrical fences along the perimeter of the unit with the assistance of inmate

labor.

In addition to the fence, a motion detection system at the front and rear of the unit will sound an alarm if breached.

The fence is the third to go up at an Arkansas Department of Correction unit. The Cummins Unit near Grady and the Maximum Security

Unit at Tucker also have the lethal devices.

"If we did all the things we are capable of, we would literally astound ourselves." - Thomas Edison, inventor

## K-9 units to compete in field trials March 21-25

The sixth annual Southern States Manhunt Field Trials will be held March 21-25 at Camp Robinson National Guard Post in North Little Rock. Co-hosted by the Arkansas Department of Correction and the Arkansas National Guard, the event will draw competitors from nine states.

Participation has grown significantly since 10 teams entered the first event in 2000. Sixty teams are expected this year from Arkansas, Louisiana, Mississippi, Oklahoma, Colorado, West Virginia, North Carolina, Florida and Missouri.

"This is the largest event of its kind in the United States," said SSMFT president Ronnie Schwin, an ADC Internal Affairs investigator.

Schwin previously served as a dog kennel supervisor at the Tucker Unit.

During the trials, dogs and their handlers will compete in tracking and narcotic detection contests. A marksmanship competition is also part of the event.

The field trials give officers from various agencies, including corrections, sheriff's departments, local and state police, game and fish, search and rescue, and youth services, a chance to network and share ideas, Schwin said.

About 40 ADC staff members will work at the trials, Schwin said.

"I appreciate the support of the ADC staff and the hard work that it takes to put an event of this magnitude on," he said.

Right: ADC's Lt. Sammy Ashcraft and Arnold are gearing up for the upcoming field trials.

Below: A K-9 team starts the track at a previous competition.



## Department Briefs

**Basic Correctional Officer Training Class 2004-X** began on Dec. 20, 2004 with 36 students enrolled and 27 graduated on Jan. 28, 2005.

Congratulations and welcome to all who completed the class.

■  
The Arkansas Department of Correction has received a grant from the National Institute of Corrections to provide training related to the

**Prison Rape Elimination Act of 2003.**

The law calls for a range of measures including an evaluation of the prison rape problem and the development of national standards for corrections.

ADC has contracted with the Moss Group, a leading authority on sexual misconduct issues, to provide training.

The group is headed by Andie Moss, a criminal justice consultant

who formerly worked for the NIC.

■  
The department now has five **Ion Scanners** to use for drug detection at the units thanks to two acquired through a grant several months ago.

The hi-tech machines pick up any traces of narcotics that a person has come in contact with.

Several staff mem-

bers have been trained to swab different "surfaces" ranging from people's hands to brief cases. They use the scanners to test for a variety of narcotics.

"It's another tool for us to try to determine who is trafficking in drugs —whether it be visitors, vendors, inmates or staff," said Central Drug Coordinator Sherry Moring.



## Turkish native finds challenging career in corrections

Determined to improve her English and refresh her computer skills, Faust enrolled in classes at Arkansas State University-Newport. While there, an instructor encouraged her to apply for a job as a cor-

Faust became a correctional officer and worked her way through the ranks.

"We have two housing



"It is what I like to do – what I was born to do," she said. "I love it."

"There are new challenges every day," she said. "It's never, ever boring."

## A cartoon-style illustration of a bowl of soup. The bowl is orange with a black rim and handle. It contains a dark brown liquid with several small, round, dark brown dumplings. In front of the bowl, on a light blue surface, are three green leafy vegetables and two brown, oval-shaped dumplings. The background is a light green square.

Drain spinach; press between layers of paper towels to remove excess moisture. Combine spinach, cream cheese, and remaining ingredients, stirring well. Spoon mixture into a greased 2 1/2 quart baking dish. Bake, uncovered, at 350F for 30min or until bubbly. Serve with melba toast rounds, wheat thins, corn chips, etc. Yield: 8c

Recipe submitted by Carl Dyer

## Santa Central brightened holiday for 20 ADC families

The Santa Central project was once again a success. Many lives were touched by the generosity shown by co-workers during Christmas 2004. Twenty ADC families were approved for assistance. Some had experienced death, fire or hard times due to divorce, separation, illness or financial strain.

Started in 1997, the Santa Central project has helped dozens of families have a happy holiday season. Department employees provide financial support, food, clothing and toys. They also shop, wrap presents and deliver the gifts. All of their help and support is greatly appreciated. A special thanks goes to Sgt. Kevin Glover from the Diagnostic Unit

who again volunteered his time off to play Santa and make deliveries. The gifts were delivered in laundry bags that were donated by the Industry Program. The Special Programs Unit decorated the bags with a variety of holiday themes. Pine Bluff Unit staff and officers also did an outstanding job with their food drive. More than 4,000 canned and non-perishable food items were donated by the three shifts.



Dozens of donated canned goods and bags of gifts helped make Christmas special for 20 ADC families said the department's Volunteer Coordinator Linda Shepherd, left.



## Print out check stubs, get information using Employee Self Service

Employees can print out there check stub, view benefits and more using Employee Self Service. To access Employee Self Service, go to the AASIS Web site at: <http://www.aasis.state.ar.us>

- Click on ESS.
- Click on "Web Link to ESS"
- Log in to ESS (You will need an AASIS password to access ESS. If you don't have a password, call (501) 683-2255. For AASIS users, use your AASIS login and password. Call 850-8539 or

850-8642 to get your login ID.

- Once logged in, you can view your benefits, payroll information, and address by making selections from the ESS Welcome Screen
- To view you employee benefits, click on "Costs and Contributions"
- To view your payroll information, click on the gold triangle next to "Payment"
- Click on "Paycheck Inquiry"
- Select the payroll you wish to view
  - o Current payroll results
  - o Last payroll results
  - o Results in Period (must

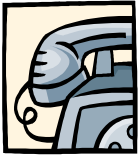
enter appropriate pay period dates)

- Click on "Display Results"
- Scroll over and down to view the payroll results
- To print, place the cursor over the check stub and right click
- Choose print
- Select the layout tab and choose "Landscape"
- Click "Print"

This should successfully print out your check stub. If you have any questions, call 850-8539 or email Jocelyn.Hamby@arkansas.gov.

# Health Matters

## Company Nurse® is a call away



The Company Nurse® is an injury management program that provides medical triage over the phone and first aid services to employees injured on the job.

ADC units are able to file worker's compensation claims through the program. An employee's supervisor can call Company Nurse® and speak with a licensed nurse. The

nurse then triages the employee and refers him or her to the appropriate medical facility.

With the assistance of the program, which is available 24 hours a day, ADC has lowered costs related to worker's compensation claims. As part of the program, management is notified within 24 hours of any accidents at a unit, which helps maintain more accurate records.

## Fast facts about physical activity

- 55.3 percent of Arkansans fail to meet recommendations for moderate or vigorous exercise



- All adults should perform at least 30 minutes or more of moderate-intensity physical activity on most, and preferably all days of the week. If there isn't enough time for continuous 30 minutes some days, even three 10-minute segments daily will provide benefits.

### Physical activity:

- Can make you feel more energetic, sleep better and control your appetite
- Helps prevent heart disease and helps control blood pressure, cholesterol levels and diabetes
- Slows bone loss associated with advancing age, lowers the risk of certain cancers and helps reduce anxiety and depression



### What you can do:

- Find an activity or two that can keep you active such as brisk walking, running or volleyball, and do it consistently
- Even activities such as household tasks, home repair, hunting and gardening count towards your fitness goals

SOURCES: [www.arkansas.gov](http://www.arkansas.gov) and [www.arkansas.fitness.com](http://www.arkansas.fitness.com)

## Inmates charged co-pay fee for health services

The Arkansas Board of Corrections authorized the Arkansas Department of Correction to begin charging inmates a \$3 "co-pay fee" for any inmate-initiated request for medical and/or dental service. A \$3 fee is also charged for initial contact with health care services due to a fight, sports injury, or self-inflicted injury not associated with mental illness. The "co-pay fee" became effective Jan. 15.

"Some inmates abuse sick call, placing a strain on resources and making it difficult to provide adequate care to inmates who really need the attention," said John Byus, the department's administrator of Medical and Dental Services. "The fee helps eliminate frivolous requests for medical attention and allows for more responsible use of sick call by inmates. The funds collected go into a risk fund to help cover secondary care costs not covered by the department's health care contract."

Only services initiated by the inmate are subject to a fee. No co-pay fee is charged for such services as pharmacy, emergency care, diagnosis and treatment of communicable disease, chronic care or other staff-initiated care, including follow-up and referral visits.

The 2002 Corrections Yearbook, Adults Corrections, indicates that 39 agencies charge inmates for health care as of January 2002. Charges ranged from \$5 to \$2. The average minimum charge assessed was \$3.05.



## Free courses available through e-learning

The Arkansas Department of Correction is always looking for ways to improve employee training. Electronic learning is now available to staff at no cost.

The National Institute of Corrections offers more than 140 classes over the Internet. Some are management level in general while some are correctional specific. The classes are interactive, including such elements as voice, scenarios, tests and role-play.

The training gives employees access to new and different training and helps them earn Career Ladder Incentive Program or CLIP training hours.

"E-learning has up-to-date information that's compiled by some of the most knowledgeable people," said Human Resources Manager Kevin Murphy. "It's in real time and it's logistically available to employees."

E-learning cuts down on training costs and reduces travel time. It also helps

ADC's Training Division reduce its training caseload while expanding training options, Murphy said.

To access the classes, log on to any computer with a sound card and speakers, and then go to [www.nicic.org](http://www.nicic.org).

Detailed instructions about using e-learning were sent out by e-mail. Anyone who did not receive them or those who have questions should contact their unit trainer.

NOTE: You must follow the instructions, including getting approval from your unit trainer, in order for the training hours to be valid.

Employees may take a total of 30 hours of approved correspondence training **OR** 30 hours of approved e-learning **OR** a combination of the two—not to exceed 30 hours annually.

Right: Screens from the National Institute of Corrections e-learning section. More than 140 classes are offered.



## eOMIS database helps track training, employee certification

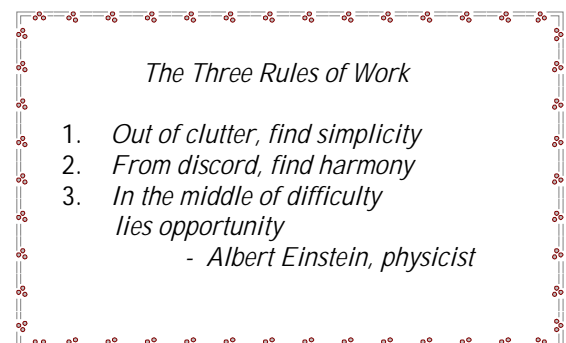
The new eOMIS training database makes it easier to track training and employees who are certified in specific courses, at the click of a button. It will also help the CLIP coordinator and Human Resources staff verify training hours for CLIP promotions.

The database, which had been in development for the past two years, enables employee training to be stored in

one central database for review by the Training Academy, unit trainers and employees. The system will store permanent training records. The quarterly training catalog will be entered into eOMIS and unit trainers will be able to enroll employees for training.

There is no longer a need for training certificates to be printed because an em-

ployee's official training record can be printed at any time.





## ADC Promotions and New Hires— January

### Promotions

1/02/05	Corey Alexander	Food Production Manager I
1/02/05	George Britten	Sergeant
1/03/05	Linda James	Accountant
1/03/05	Dolly Boyd	Record Supervisor
1/10/05	Justin Billing	Instrument Technician I
1/12/05	Vennie Armstrong	Sergeant
1/14/05	Mary Jacobs	Administrative Assistant I
1/14/05	Evengelia Tatum	Sergeant
1/16/05	Lester Fausnight	Sergeant
1/20/05	Byron Johnson	Sergeant
1/20/05	Bobby Runion	Sergeant
1/24/05	William Hammett	Food Production Manager I
1/30/05	Wesley Jamison III	Sergeant
1/30/05	Chris Yancy	Lieutenant
1/31/05	Jamie Johnson	Captain
1/31/05	Dennis Fortenberry	Agri Unit Supervisor II
1/31/05	Calvin Wiggins	Sergeant
1/31/05	Roderick Johnson	Sergeant
1/31/05	Mark Norris	Training Academy Supervisor

### New Hires

1/10/05	Jeanette Scussel	Attorney – Central Office
1/10/05	Ocie Slater	Correctional Counselor – Varner
1/16/05	Mary Joyce Taylor	Management Project Analyst I – Info Systems
1/17/05	Ima Brown	Food Production Manager I – JCJ/CF
1/18/05	Bobbie Crockett	Public Information Officer II – Central Office
1/18/05	Jerry Latham	Program Coordinator – Ouachita
1/18/05	Malaika Austin	Clerical Assistant – EARU
1/18/05	Denice Foster	Secretary I – EARU
1/24/05	Tina Butler	Accountant - Accounting
1/24/05	Thomas Hodges	Recreation Activity Leader - Ouachita
1/25/05	Helen Hart	Business Manager – Benton
1/31/05	June Daniels	Psychologist – McPherson
1/31/05	Nichole Matott	Secretary II – Central Office

# ADC TRAINING

## FEBRUARY TRAINING SCHEDULE

Date	Title	Time	Length	Location
1-2	Transition to Supervisor	8 a.m.	16 hrs.	TA
2	Structured Interviewing	8 a.m.	4 hrs.	HR
2	Interpersonal Communication	8 a.m.	8 hrs.	TA
2-3	Introduction to Computers	8:30 a.m.	14 hrs.	CJI
3	Fair Labor Standards Act	8 a.m.	4 hrs.	HR
3	Managing a Multi-Gen. Workforce	8 a.m.	8 hrs.	TA
4	Performance Evaluation	8 a.m.	4 hrs.	HR
7-11	Info. Tech. CLIP (by invitation)	8 a.m.	40 hrs.	HR
7-11	Mental Health CLIP (by invitation)	8 a.m.	40 hrs.	HR
7-8	Management Effectiveness	8 a.m.	16 hrs.	TA
8	Cultural Diversity/Race Relations	8 a.m.	4 hrs.	HR
8	Violence in the Workplace	8 a.m.	8 hrs.	LR
9	Internet Researching and Email	8:30 a.m.	7 hrs.	CJI
9	Change Changes You	8 a.m.	4 hrs.	TA
9-10	Introduction to Management	9 a.m.	16 hrs.	TA
10-11	The Human Element	9 a.m.	2 days	LR
10	Transport. Training (security only)	8 a.m.	8 hrs.	TA
11	Inmate Grievances	8 a.m.	4 hrs.	HR
14-18	Office Mngmt. CLIP (by invitation)	8 a.m.	40 hrs.	TA
15	Structured Interviewing	8 a.m.	8 hrs.	LR
16-17	Principles of Supervision	8:30 a.m.	14 hrs.	LR
17	Becoming a Person of Influence	8 a.m.	4 hrs.	TA
17	Survival Spanish (security only)	8 a.m.	8 hrs.	HR
17	Grievance Prevention & Handling	8 a.m.	8 hrs.	LR
17-18	Secretarial Skills	8 a.m.	16 hrs.	LR
18	Basic Microsoft PowerPoint	8 a.m.	4 hrs.	HR Lab
18	Interpersonal Communications	8 a.m.	8 hrs.	LR
21-25	Command Officer School	8 a.m.	40 hrs.	TA
21-25	Superv. Safety CLIP (by invitation)	8 a.m.	49 hrs.	CMS
23	Sexual Harassment/Sexual Miscon.	8 a.m.	5 hrs.	TA
24	Laws of Teamwork	8 a.m.	8 hrs.	TA
24	Grievance Prevention	8 a.m.	5 hrs.	HR
25	Administering Discipline	8 a.m.	8 hrs.	LR
25	Court Testimony (security only)	9 a.m.	6 hrs.	CJI-PB (Pine Bluff Police Department)
28	Roadmap for Success	8 a.m.	8 hrs.	TA
28- Mar 4	Info. Tech. CLIP (by invitation)	8 a.m.	40 hrs.	HR
Pending	Administrative Discipline	8 a.m.	4 hrs.	Pending

### OPEN ENROLLMENT

Internet-Based e-Learning Classes.  
Classes provided by National Institute of Corrections  
Contact your unit trainer for information

The following open enrollment, Inter-Agency classes vary in length:

Who Moved My Cheese (Little Rock)  
Emotional Intelligence  
FISH  
Dealing with Difficult People  
Give 'Em The Pickle  
Defensive Driving  
Train the Trainer  
CPR



## Career news to use

### CLIP 2 training completion deadline near

All training for Career Ladder Incentive Program 2 or CLIP 2 must be completed prior to **April 1, 2005**. Those who successfully complete the training and meet all applicable requirements can earn up to an 8 percent bonus, which is determined by the state's chief fiscal officer.

Unit managers need to begin forwarding participants' CLIP 2 completion forms, special certification/project forms, documentation of 60 hours of training and performance evaluation to the CLIP Coordinator Stephanie Glasscock on **April 1, 2005**.

To ensure that CLIP 2 bonus payments are issued before the end of the fiscal year (June 30, 2005), all completed CLIP 2 documents must be in the Human Resources office **by 4:30 p.m. on Friday, April 15, 2005**.

Supervisors who have staff with employment anniversary dates between April 16 and June 30, 2005 need to complete these employees' performance evaluations early. They must be received by 4:30 p.m. on Friday, April 15, 2005, as well.

Employees will not be eligible to receive a CLIP bonus if their special project is not completed, unsuccessful, or did not receive a rating of "Above Average" or "Exceeds Standards" on their Performance Evaluation.

Beginning April 1, 2005, any training classes employees take will start counting towards CLIP for 2006.

If you have questions or concerns, contact Stefanie Glasscock in Human Resources, 850-8533.

### Correctional Peace Officer Program offered

In addition to being correctional officers, some COs are CPOs—correctional peace officers. These officers have a gold badge and have the same authority as a police officer involving acts within the scope of employment. Such acts include pursuing, capturing, arresting and incarcerating escapees and detaining any person committing a criminal offense within a correctional facility or any person caught bringing contraband into a correctional facility.

Employees interested in becoming correctional peace officers must meet minimum standards for employment or appointment. They must also complete required documents. These may include a psychological evaluation and a medical exam.

For more information about the Correctional Police Officer Program, contact Lt. Todd Brown at the Training Academy, 501-842-8580.

## ADC CALENDAR



### February 2005

- 14 Valentine's Day
- 21 President's Day observed  
Daisy Gatson Bates Day



### March 2005

- 17 St. Patrick's Day
- 20 First Day of Spring
- 25 Good Friday
- 27 Easter Sunday



### April 2005

- 1 April Fool's Day
- 3 Daylight Savings Time begins
- 25 Administrative Professional's Week begins
- 27 Administrative Professional's Day

## ADC Advocate Employee Newsletter

### ***ADC Mission Statement***

- *To provide public service by carrying out the mandates of the courts.*
- *To provide a safe humane environment for staff and inmates.*
- *To provide programs to strengthen the work ethic.*
- *To provide opportunities for spiritual, mental and physical growth.*



The *ADC Advocate* newsletter is published monthly by the Public Information Office for employees of the Arkansas Department of Correction. The publication strives to enhance communication and provide information on the development and achievements of this agency.

All employees are encouraged to submit articles, comments, ideas, letters and questions. The deadline for submission is tentatively set for the 10th of each month for inclusion in that month's publication.

Please be aware that all submitted items will be subject to editing. However, every effort will be made to maintain the writer's essential meaning.

In addition, statements contained in the *ADC Advocate* are the personal views of the authors and do not necessarily represent the opinion or policies of the Arkansas Department of Correction.

The *ADC Advocate* is printed by the Arkansas Correctional Industries



**Visit ADC on the Web:**

**[www.state.ar.us/doc](http://www.state.ar.us/doc)**

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